

YORK COUNTY JOB DESCRIPTION

JOB TITLE: ASSIST. COMM. ATTORNEY II - (CAREER PROSECUTOR)/COMMONWEALTH'S ATTORNEY

GENERAL STATEMENT OF JOB

Performs professional work representing the County in court. Prepares and prosecutes cases in all courts, including the more complex felony cases. Provides legal advice to law enforcement personnel regarding investigations. Conducts special investigations, as necessary. Work is performed under minimal supervision.

DISTINGUISHING FEATURES OF THE POSITION

Subject to being on call 24 hours per day, seven days per week for Law Enforcement Officers who often call seeking guidance on proper charges for arrest and/or for search warrants.

ESSENTIAL JOB FUNCTIONS

Serves as prosecutor for the Commonwealth; gathers and analyzes evidence in cases and reviews pertinent decisions, policies, regulations, and other legal matters pertaining to case; interviews witnesses and prepares them for court; appears against accused in court of law and presents evidence before judge or other judiciary, and jury.

Performs legal research to support cases being prosecuted; prepares legal briefs and opinions.

Provides legal advice and expertise to law enforcement agencies during investigations; assists law enforcement officers in the preparation of their testimony and the establishment of procedures; provides training to law enforcement personnel in areas such as domestic violence, child sexual abuse, search and seizure, and arrest procedures.

Supervises, instructs, and reviews the work of the department's Legal Assistants and Secretaries; resolves problems as non-routine situations arise.

Conducts special investigations, such as for a special grand jury requiring the interview of witnesses and the examination of evidence; and cooperates with out-of-state jurisdictions of the extradition of criminal dependents and transportation of material witnesses.

Establishes and maintains case files and other documentation.

ADDITIONAL JOB FUNCTIONS

May meet with the general public, answer questions over the phone, and answer questions relative to issues that may be criminal in nature; performs other related work as required.

**ASSISTANT COMMONWEALTH'S ATTORNEY II – CAREER PROSECUTOR
FY2003 COMPENSATION STUDY**

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the modern principles and practices of law.

Thorough knowledge of Virginia Code and case law.

Thorough knowledge of legal research and the investigation, preparation, and presentation of cases to trial.

Thorough knowledge of Virginia sentencing guidelines and the preparation of recommended sentencing guidelines for the Circuit Court Judges.

General knowledge of legal office procedures, practices, and methods.

General knowledge of personal computers and the use of word processing software.

Ability to communicate complex ideas effectively, both orally and in writing.

Ability to prepare and render legal opinions.

Ability to handle trial and appellate litigations.

EDUCATION AND EXPERIENCE

Graduation from an accredited school of law and at least 3 years of experience as an Assistant Commonwealth's Attorney. Depending on the functional assignment, other specialized training and experience may be required.

SPECIAL REQUIREMENT

Must be an active member of the Virginia Bar Association.

**PHYSICAL AND MENTAL STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate tools such as pens, pencils, telephone and standard office equipment. There is some walking, climbing of stairs, bending and stooping when retrieving files, and standing in court. Work performed in the office is normally while seated at a desk or in front of a computer.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from others.

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Language Ability: Requires the ability to read a variety of reports, letters and memos, warrants, statements, lab reports and certificates, motions, court orders, indictments, legal briefs, etc. Requires the ability to prepare correspondence, court orders, indictments, legal briefs, jury instructions, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to understand the meaning, relationships and principles of symbols, formulas, and concepts; to develop methods and procedures for problem solving; to present solutions in logical and systematic forms and sequences.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear.

Prepared by: _____

Date: _____

Approval: _____